



**INDIANA UNIVERSITY**  
OFFICE OF STUDENT ORGANIZATION ACCOUNTS  
Bloomington

## INSTRUCTIONS FOR COMPLETING STATEMENT OF SERVICE REQUEST

1. Print the complete legal name of the person who performed the service.
2. Write a brief description of the service(s) provided.
3. Enter name of the student organization receiving and paying for the service(s).
4. Enter date(s) service(s) was performed or completed.
5. Enter total amount to be paid or hourly rate X number of hours.
6. Provide the Taxpayer Identification Number or Social Security Number for the person performing the service. **The person requesting payment for service will not be paid without providing this information.**
7. Enter address to which payment is to be sent. (Please check box if different than address on W-9)
8. Check the appropriate box(es) concerning tax status and employee status. Non-Resident Aliens also need to include Form W-8BEN and an International Short Term Visitor Tax Cover Sheet which are available on our website. Also include a photo copy of the page of your VISA which has the stamp from entering the U.S. on it.
9. Complete payee's signature, date, phone number and e-mail address.
10. Complete treasurer's signature and date.
- 11. Complete a check request.**
12. Post payment amount in your SOA ledger as pending.
13. Obtain advisor signature on check request and statement of service.
14. Turn the Statement of Service with the check request, W-9 and Disbursement Voucher Payee Certification form as well as additional forms required if paying a non-resident alien into the SOA office.

Please note: If IUSA/AID funds are paying for all of this service agreement, you must complete all the forms except the check request and turn them into the IUSA/AID office. The IUSA/AID treasurer will then turn them into the SOA office with the appropriate check request from IUSA/AID. If partially being paid for by IUSA/AID turn in the forms completed with full service amount and your check request for the partial amount not funded by IUSA/AID to the IUSA/Aid office. This way the service provider will receive one check for the full amount, but the respective student groups will be billed accordingly.